Agency	2. Division or Bureau of Requesting Agency
UNIVERSITY OF MARYLAND	OFFICE OF THE DIRECTOR OF PERSONNEL

Authorization Requested (Check only one of the squares below).

NOTE: THIS SCHEDULE SUPERSEDES SCHEDULE NO. 239, OF 4/9/56.

	A	B	C
	☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.	☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.	☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records — Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	PERSONNEL JACKETS Size: 8½ x 11 envelopes 6 x 8½ envelopes Quantity: Active: 30 letter-size file drawers; inactive, 57 ditto Dates: 1919... File Arrangement: Alphabetical Personnel jackets containing the listed records are maintained for each employee: Application Personal Data Memoranda Appointment Payroll Entry Report of Separation Correspondence Copies of Contract (academic personnel only) There is constant reference to the file after an employee leaves the University, particularly with regard to former members of the teaching staff. RECOMMENDATION: RETAIN ORIGINAL RECORDS FOR THREE YEARS AFTER EMPLOYEE LEAVES THE UNIVERSITY SERVICE, THEN MICROFILM. RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS.	

7. Agency, Division or Bureau Representative

Signature	Title	Date
J. D. Mos~	Asst. Dir. Pers.	2-18-69

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.	Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date	Archivist	Date	Secretary
MAR 1 0 1969	Morris L. Radoff	3-19-69	Andrew Stude